

General

This report covers the library's local fiscal year 2013. The fiscal year may be different than the calendar year.

Expenditures and Revenue

Revenue and expenditures are reported on actual amounts and not budgeted amounts. Report revenue received by the library during its 2013 fiscal year and report actual expenditures made during its 2013 fiscal year.

The amount reported in Question 4.2, Local Operating Expenditures, is what TSLAC uses to determine whether the library met Maintenance of Effort. The amount in the MOE letter that was sent to each library is the minimum local operating expenditures the library should have for their local fiscal year 2013.

If the library received grant revenue in 2013 but did not spend those funds until 2014, report the revenue and include an annotation that the funds were not spent in the same year. When you report for fiscal year 2014, you will report only the expenditures from the grant, with an annotation explaining that the revenue was received in the previous fiscal year.

If the Friends group gives the library money to spend, report both the revenue and the expenditures. Revenue will be reported in either Other Local Revenue Sources questions 5.10, Operating, or 5.20, Capital, depending on how it was spent.

If the Friends group reimburses the library for expenditures, report both the revenue and the expenditures.

If the Friends group buys things for the library, such as collection materials, do not report either revenue or expenditures. However, do include any materials provided by the Friends group in Section 6, Collections.

If the library gets a grant, but the grantor pays the vendor directly, do not report revenue or expenditures.

If the library only spent part of a grant in 2013, report only what was actually expended.

If fines, fees, copy/printer charges become part of the general revenue of the library's governing authority and the library cannot use it, do not report it.

E-rate is not reported. It is a reimbursement program and not revenue.

ILL lender reimbursements are not reported. It is a reimbursement program and not revenue.

Do not report any in-kind or value of donated items, such as coupons provided by a local business, for Summer Reading prizes.

If revenue is received from an entity within your county, such as the local Wal-Mart, Kiwanis, Rotary, or Friends group, include it in both revenue and expenditures (Section 3) and report it in Question 4.2. If the funds were spent on collection materials, also report them in Question 4.1.

Donations and memorials revenue are reported in Other Local revenue sources. If the revenue was spent on operating expenditures, report it in Question 5.10. If revenue was spent on capital expenditures, report it in Question 5.20.

Grants received from the Texas State Library are not reported in either revenue or expenditures. This is any competitive grant (Texas Reads, TexTreasures, Special, Cooperation, or Impact) or funds for a Mobile Apps project.

Collections

Finite simultaneous use for downloadables is like buying multiple copies of a physical item. You buy a certain number of licenses for each title and will count them each one time. You buy 10 licenses for the ebook version of *The Wizard of Oz*. That is reported as 10 ebooks.

Unlimited simultaneous use for downloadables is a license that allows an “unlimited” number of users, or the number of licenses is so great that the effect is unlimited, to access the same downloadable at the same time. You buy an ebook copy of *The Wizard of Oz* and all of your patrons could access it at once. That is reported as 1 ebook.

For physical audio books, if there is more than one disc for a title, it counts only once in items.

Freeding is counted as a database. The library buys a catalog of ebooks and does not choose individual titles. This is how all the states agreed to report it.

One-click is counted as a database if the library does not choose individual titles.

Each library in a consortium for downloadables will count what is available to their patrons. There will be overlap in the reports.

Zinio is reported as an Electronic Subscription, Question 6.17. The Tip Sheet was incorrect. We posted a corrected one. Zinio's circulation should be reported in Digital Circulation numbers.

Circulation

If cannot separate children and adult circulation, put zero in children's digital and physical circulation with an annotation that they cannot be separated. Then report circulation in either 7.4, Circulation-Physical formats and/or 7.5, Circulation-Digital formats, as appropriate.

Related Links

Texas LibPAS - <https://tx.countingopinions.com/> - This is the link for inputting the annual report data. You will need a user name and password to access. Landing page includes the tip sheet for downloadables.

Library Statistics and Accreditation webpage - <https://www.tsl.texas.gov/landing/statistics.html> - This link has the current contact directories, as well as links to the Public Library Annual Report webpage, as well as links to statistics, accreditation, and publications.

Texas Public Library Annual Report Information webpage - <https://www.tsl.texas.gov/ld/pubs/arsma/index.html> - Links to annual report instructions/sample worksheet, tip sheet, Accreditation Application, informational webinar archives, accreditation criteria, and other helpful links related to the Annual Report.

Texas Public Library Statistics webpage - <https://www.tsl.texas.gov/ld/pubs/pls/index.html> - Links to statewide statistics, comparison charts, and individual library statistics and full data sets for main library and branches.